

Document of Shenzhen Institute of Advanced Technology

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Notice on Printing and Issuing the *Implementation Measures of Shenzhen Institute of Advanced Technology, Chinese Academy Of Sciences for Rewarding Enterprise Cooperation Projects (Trial)*

All units (department) of the SIAT:

According to the spirit of the sixth Director Office Meeting in 2008 on encouraging each unit to strengthen cooperation with industry and industrialization work, the members of the horizontal cooperation project of the institute will be rewarded.

In order to standardize the implementation of horizontal project awards, the *Implementation Measures of Shenzhen Institute of Advanced Technology, Chinese Academy of Sciences for Rewarding Enterprise Cooperation Projects (Trial)* are hereby formulated and issued for implementation.

Attachment: Implementation Measures of Shenzhen Institute of Advanced Technology, Chinese Academy of Sciences for Rewarding Enterprise Cooperation Projects (Trial)

June 9, 2009

Keywords: Technology, Reward, Implementation Measures, Notice

Management System of Shenzhen Institute of Advanced Technology
on Basic Research Institution Issued on June 13, 2009

(Quantity: 10)

Implementation Measures of Shenzhen Institute of Advanced Technology, Chinese Academy of Sciences for Rewarding Enterprise Cooperation Projects (Trial)

In order to encourage the cooperation and industrialization between scientific research units and industry, these Measures are hereby formulated.

I. Reward amount

5% of the total amount of the cooperative project received by the enterprise shall be used to reward the project members (including marketing personnel), and the proportion of reward for relevant marketing personnel shall not exceed 1%.

2.5% of the award amount comes from the project management fee of the Institute and 2.5% from the project management fee of the institute.

II. Implementation of reward

1. The implementation of reward includes two stages: after the first-phase project funds are received, the first reward will be implemented according to the amount received in the first phase; and after the project is successfully concluded and the final payment is fully received, the second reward will be implemented according to the total contract amount after deducting the amount received in the first phase.

2. The project leader objectively allocates the reward amount based on project progress and the actual contributions of project members, and applies it uniformly according to the project team (detailed in the attachment), which is approved by relevant departments and leaders before implementation.

III. Bylaw

1. Project members who have resigned are not eligible for these incentive measures.

2. The project leader shall not resign before the conclusion of the project, and the team approved to resign for special reasons shall not be subject to these reward measures.

3. The account arrival projects referred to in these Measures are enterprise cooperation projects with funds received after January 1, 2007.

4. The Technical and Economic Development Department shall be responsible for the interpretation of these Measures.

Attachment: Application Form for Enterprise Cooperation Bonus of Shenzhen Institute of Advanced Technology, Chinese Academy of Sciences

**Application Form for Enterprise Cooperation Bonus of Shenzhen Institute
of Advanced Technology, Chinese Academy of Sciences**

No.					YYYY MM DD
Project name					
Project No.				Contract signing time	
Source of the project				Total contract amount of the project	
Reward node	Initiate/combine	Accounting amount received		Date of receipt	
Project undertaking unit	Allocation of funds received (Amount received in this batch, unit: yuan)			Unit leader review	
Project personnel	Unit	Project undertaking task	Bonus distribution (unit: yuan)	Unit leader review	

Comments of project leader	Signature: DD/MM/YYYY			
Countersigned nature by department head	Countersigned comments of the person in charge of the department of each unit undertaking project tasks:			

<p>Review comments of the Developm ent Department</p>	<p>Signature: DD/MM/YYYY</p>
<p>Review comments of the Departmen t of Finance</p>	<p>Signature: DD/MM/YYYY</p>
<p>Review comments of the Personnel and Education Departme nt</p>	<p>Signature: DD/MM/YYYY</p>
<p>Review comments of the deputy director in charge of finance</p>	<p>Signature: DD/MM/YYYY</p>
<p>Approved by the director</p>	<p>Signature: DD/MM/YYYY</p>

- Notes:
1. The project leader should confirm that the project funds are sufficient, and 5% of the total contract amount can be used to reward project personnel and agreed to distribute it.
 2. The Development Department should review the authenticity of horizontal project contract information.
 3. The Department of Finance should review the contract amount, account arrival and the accounting of the total amount of reward.
 4. The Personnel and Education Department shall review the rationality of the allocation of the reward amount, the filing and the payment of the bonus.
 5. As an attachment to this form, the project implementation plan approved by the customer must be submitted for the first phase of reward implementation, including process nodes, division of labor and workload of participants, and project research results; and the final report and customer acceptance report must be provided in the second stage of reward.
 6. This form is printed in quadruplicate on both sides and filed with the Personnel and Education Department, the Department of Finance, the Development Department, and the HR Secretary of the department.